

**CONFIDENTIAL**

MEMORANDUM TO: Office of Security Deputies, Division, Staff,  
and Branch Chiefs

SUBJECT : Handling of Emergencies

1. An emergency is an unforeseen combination of circumstances which calls for immediate action and every emergency which is the result of a happening or incident outside of the routine becomes a matter of security concern. Therefore, the Office of Security must be prepared in the event of any emergency to take appropriate and immediate action to:

- (a) Protect the security interests of the Agency and the Government;
- (b) Assist the person or persons involved in the emergency; and
- (c) Advise other components in the Agency as appropriate.

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2. CIA Regulation [REDACTED] dated 30 April 1956, titled "Employee Emergencies", specifies responsibilities and prescribes practices for Agency action in the handling of employee emergencies. It requires all concerned to notify the Director of Personnel as expeditiously as possible and provide pertinent information concerning an emergency.

3. In addition to the policies and requirements mentioned above, there are several other principles which must be observed. They are as follows:

- (a) The Director of Security personally must be advised immediately of any serious emergency or any emergency concerning a senior Agency official. In addition, his office should be advised for his information, as soon as possible, of any emergency of an unusual nature which may result in inquiries to his office from other sources.

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- (b) The Director of Public Relations (Colonel Grogan, SA/DCI) should be advised promptly of any matters which may result in inquiries from the press or in any unusual or unfavorable publicity.
- (c) The Personnel Security Division is the component of primary responsibility in the Office of Security in emergencies involving staff employees.
- (d) The Security Support Division is the component of primary responsibility in the Office of Security in emergencies involving covert employees or covert matters.
- (e) The Security Support Division should be called upon for assistance when any "field office type" assistance is necessary, either in Washington or elsewhere in the United States.
- (f) Matters involving legal or congressional interests should be coordinated with the General Counsel or the Legislative Counsel respectively.
- (g) Action in emergencies concerning staff employees overseas should follow the policies, requirements, principles, and guides prescribed herein, insofar as possible.

4. These emergency situations, which arise continually, require prompt action either by the Office of Personnel, the Office of Security, the Medical Staff, or other components of the Agency. When these emergencies arise during the normal duty hours the required actions and coordinations can be effected very easily. It is the emergency situation which occurs after duty hours which can cause difficulty. This difficulty is normally not in carrying out the required coordination and action, but in the duplication of the coordination and action among various components of the Agency involved in the situations.

5. There are several major components involved in emergency situations and those are as follows: The Office of Personnel; the Office of Security; the Medical Staff; the Security Staff of the DCI; Colonel Grogan, the SA/DCI; and the specific area division of the employee involved in the emergency situation. Of these major components the Office of Security is further divided into the Night

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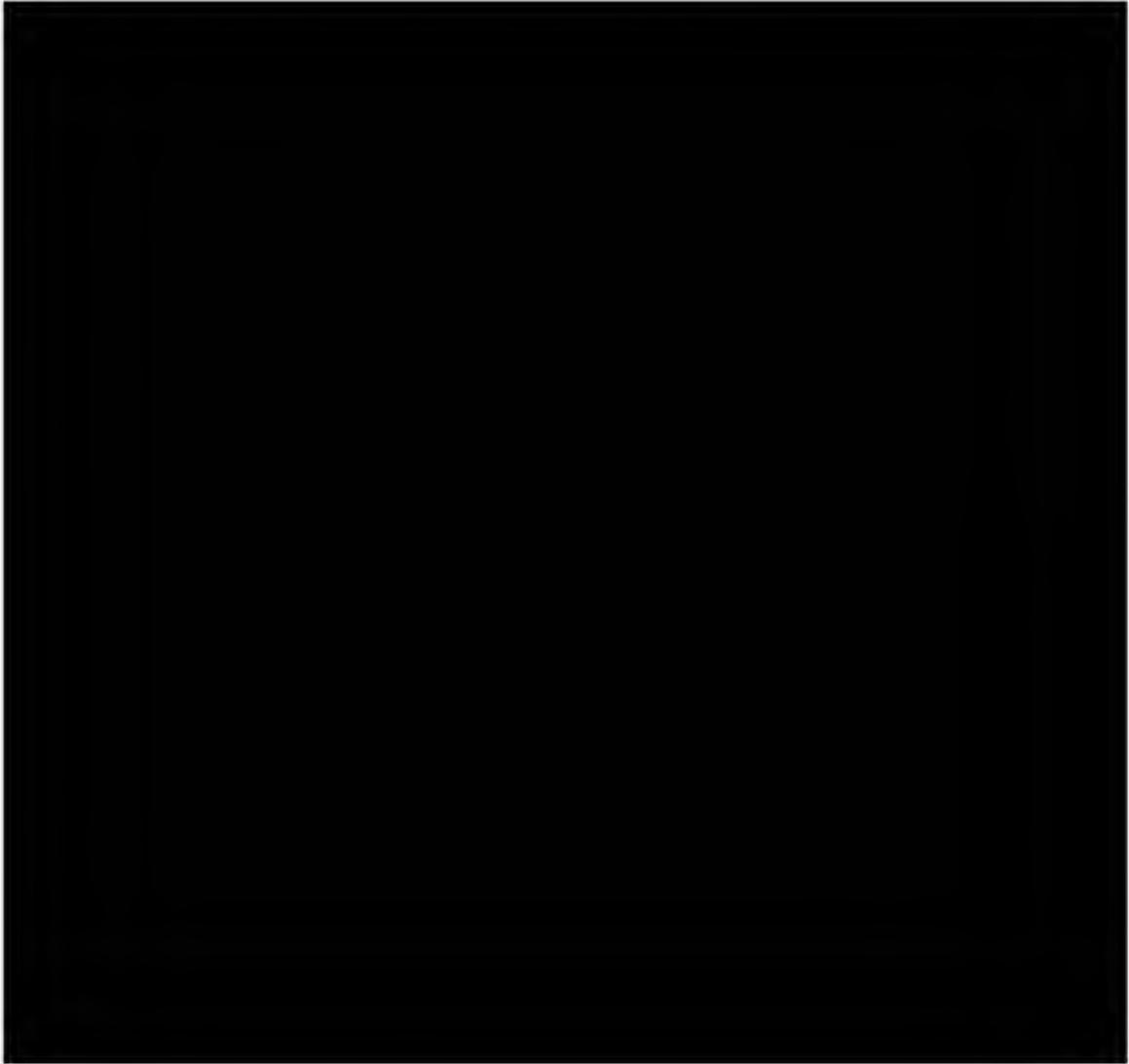
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Security Officers, the Personnel Security Division, the Physical Security Division, the Security Support Division, and the Alien Affairs Staff.

6. Most of the emergency situations which occur at night are channeled through the Night Security Officer. The Night Security Officer, therefore, is the focal point for the initiation of action and for the initiation of coordination among the various major components. In order to delineate the responsibilities of the Night Security Officer, it has been decided that the Night Security Officer's primary job is to alert the office of action and in some cases the office of coordination.

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